

## **ACS VOLUNTEER POSITION DESCRIPTION**

**PROGRAM:** ACS Volunteer Program

**POSITION/TITLE:** ACS Volunteer Supervisor

**FIRST LINE SUPERVISOR:** ACS Volunteer Coordinator

**SECOND LINE SUPERVISOR:** Army Installation Volunteer Coordinator

**GOAL/OBJECTIVE:** Provide direct support to the ACS Volunteer Program to the end that the program will flourish and be of benefit to both volunteers and ACS staff.

**DUTIES:** Manages the program to mutual benefit of volunteers and agency; Recruits/interviews/places volunteers; Assists volunteers and staff resolving issues of concern; Markets volunteer program; Coordinates and facilitates volunteer recognition forums to include Volunteer of the Quarter recognition; ACS Volunteer of the Year nomination, and periodic appreciation events (no less than one per year); Supervises volunteers and acts as second line supervisor in other program areas; Schedules and conducts volunteer orientations; Insures volunteer records are kept in accordance with SOP and accreditation manual; Represents ACS at Installation Volunteer Advisory Council; Assists with special projects upon request; Work activity will primarily involve sitting and walking however, volunteer may be requested to assist with activities that may require long periods of standing, bending, lifting and stooping.

**TIME/DRIVING REQUIREMENT:** 20 hours weekly to include some nights and weekends; Driving of GOV and reimbursement of POV expenses are not authorized; Regular use of a vehicle is not required.

**QUALIFICATIONS REQUIRED:** Ability to communicate orally and written; Ability to work with a wide range of individuals from various places and backgrounds; Demonstrates commitment to volunteerism through action; Typing skills and intermediate knowledge of MS Word software packages; Excellent organizational and administrative skills.

**TRAINING REQUIRED:** Army Community Service volunteer orientation (2 hrs); On-the-job training will be provided on equipment usage, procedures, and other to be determined by Program Manager (12 hrs); Various modules of Army Family Team Building, Levels I-III and other training to be determined by supervisor and volunteer (time varies); Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

**EVALUATION:** Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.